



ESCROW SPECIALIST

APPLICATION DEADLINE IS TUESDAY, MAY 1, 2018 AT 11:59PM

Why Work Here? THDA is a state governmental agency with an excellent benefits package, to include medical-dental-vision-life insurance options, paid vacation and paid sick leave accruing beginning the first full month of employment, eleven (11) paid holidays per year, retirement plan, flexible scheduling and telecommuting opportunities, and 37 ½ hour work week.

Division: Mortgage Loan Servicing

Reports to: Investor Reporting and Escrow Manager

Location: Nashville, TN

Full-time/Part-time: Full-Time

Salary Grade: 30

Monthly Salary Range Minimum: \$3,205

FLSA Classification: Non-exempt (01)

Critical features of this job are described under the headings below. They may be subject to change due to changes in our business processes or other business-related reasons.

POSITION SUMMARY: Coordinates, analyzes and administers functions relating to escrow account administration. This work requires direct contact with the public, the exercise of good judgment and the application of Tennessee Housing Development Agency ("THDA") policies and procedures as they relate to the payment of hazard insurance, real property taxes and mortgage insurance premiums.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned.

- Completes escrow activity to result in the timely and accurate payment of escrow items.
- Completes the verification and approval of amounts due in order to maintain current payment status on escrowed items.
- Provides primary phone support through the Loan Servicing call center including incoming and outgoing follow up communications.
- Assists customers with changes in escrow items, insurance policies and other loan servicing data.
- Provides assistance with new loan on-boarding and verification of new loan data.
- Provides assistance with tax service payment and exception files.
- Assists customers with insurance loss procedures, adjustor reports and draws for the restoration of insurance losses.
- Maintains and files electronic information to customer accounts with proper noting and documentation.
- Provides assistance with insurance changes and mortgage insurance deletion.
- Makes outgoing calls to customers attempting to assess reasons for default and makes satisfactory arrangements to bring accounts back into a current standing.
- Assists with error resolution and customer complaint tracking.
- Provides back up for other Loan Servicing functions.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

Education and Experience:

- High school diploma or GED.
- Mortgage loan escrow experience.
- Telephone customer service experience.
- Successful completion of Mortgage Bankers Association, "Basics of Mortgage Servicing" course preferred.

The above qualifications express the minimum standards of education and/or experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration.

Knowledge, Skills, Abilities, and Competencies:

- Excellent customer service skills.
- Excellent telephone etiquette.
- Excellent verbal and written communication skills.
- Ability to accurately enter data into electronic systems.
- Strong interpersonal skills.
- Builds and maintains positive relationships with internal and external constituents.
- Ability to work effectively as part of a team.
- Ability to plan and organize a large workload.
- Maintains high level of confidentiality.
- Strong organizational and time management skills; uses time effectively; consistently meets deadlines.
- Documents regularly, thoroughly, accurately, and completely with a high level of detail.
- Ability to read, follow and interpret instructions, regulations and policies.
- Exercises good and consistently fair judgment, courtesy, and tact in dealing with the staff and public in giving and obtaining information.
- Computer literate; proficient in Microsoft Word, Excel, Outlook, and the internet; able to effectively adapt to and use other computer systems as needed for daily activities.

Special Demands:

The special demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job.

- The ability to use a phone headset for long periods of time.
- While performing the duties of this job, the employee is regularly required to sit; stand; use hands to finger, handle or feel; and talk and hear.
- The employee is occasionally required to walk; reach with hands and arms, and stoop, kneel, or crouch.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

EQUAL OPPORTUNITY/EQUAL ACCESS/AFFIRMATIVE ACTION EMPLOYER

APPLICATION MUST BE COMPLETE AND RESUME ATTACHED FOR CONSIDERATION

**PLEASE VISIT OUR WEBSITE AT WWW.THDA.ORG AND FOLLOW THE
ONLINE APPLICATION INSTRUCTIONS**